

CHAPTER V - THE FIRST SELECTMAN

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Section 5-1. General Powers

To the extent not inconsistent with this Charter, the First Selectman shall have all powers, duties and responsibilities conferred upon that Office by the General Statutes or applicable Special Acts, or by Ordinance, and shall perform all the functions of that Office. The First Selectman shall be the full-time, Chief Executive Officer of the Town, and shall be responsible for the day-to-day operations of the Town. The First Selectman shall be recognized as the official head of government for all ceremonial, civil and military purposes.

Section 5-2. Duties of the First Selectman

The First Selectman shall act for the Board of Selectmen in administering the affairs of the Town and shall be responsible for:

1. The coordination of the Departments, Offices, Boards, Agencies, Commissions and Committees of the Town, except those functions expressly reserved or delegated to such bodies by law or by this Charter.
2. The execution and carrying out of Ordinances, Resolutions, Regulations, Policies and other actions of the Board of Selectmen and Town Meeting.
3. The purchase of supplies, materials, equipment and other commodities pursuant to requests submitted by any Officer, Department Head, Board, Agency, Commission, or Committee of the Town, except the Board of Education, pursuant to the provisions of Chapter IX.
4. The maintenance and custodial work for all public building, parks, playgrounds, road or other facility except where such responsibility is specifically granted to another Board, Agency, or Department by this Charter or by ordinances adopted pursuant to this Charter.
5. The entering into and execution of contracts on behalf of the Town for any services required by any Office, Board, Agency, Commission, Committee of the Town, except the Board of Education.

Section 5-3. Delegation and Assignment of Duties

- A. The First Selectman may assign and delegate duties appropriately.
- B. The First Selectman shall be an ex-officio member of all Boards, Agencies, Commissions and Committees of the Town, but without the right to vote and may appoint, in writing, another Selectman as representative thereto.

Section 5-4. Acting First Selectman

- A. Within thirty days after a Board of Selectmen has taken office, the Board shall elect one of its members to function as Acting First Selectman in the absence of the First Selectman.
- B. The Acting First Selectman shall have all duties and responsibilities of the First Selectman.
- C. The Acting First Selectman shall serve as follows:
 1. When so instructed in writing by the First Selectman, during the temporary absence of the First Selectman.
 2. Automatically, in the event the First Selectman shall be absent from office for more than thirty (30) consecutive days.
 3. Whenever the Board of Selectmen shall declare that an Emergency exists and the First Selectman cannot be reached. The absence of the First Selectman shall not constitute an Emergency.
 4. When a vacancy occurs in the office of First Selectman. If a vacancy occurs, said vacancy shall be filled pursuant to the applicable General Statutes.